

**WESTERN CONNECTICUT STATE UNIVERSITY**

**EMPLOYMENT OPPORTUNITY**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**POSITION:** Secretary 2 (40 Hour Work Week) **OPEN TO:** State Employees  
**DEPARTMENT:** Housing & Residence Life **DATE POSITION AVAILABLE:** ASAP  
**SALARY:** \$42,755 to \$55,910 **WORK HOURS:** Monday – Friday 8:00 a.m. – 4:30 p.m.\*  
**DATE POSTED:** October 7, 2011 **CLOSING DATE:** October 21, 2011  
**JOB POSTING NUMBER:** 055864

This position serves as the primary support to the Director of Housing & Residence Life.

The person selected for this position will have frequent contact with students and the general public and be responsible for a full range of secretarial duties to include, but not limited to: typing, editing and proofreading various documents; filing, designing, organizing and maintaining data in the Banner database as well as other files; composing correspondence; report writing; receptionist duties; answering/screening and directing incoming telephone calls, handling travel requests; creating and maintaining student databases and mailing lists, and more. \*Normal work hours for the position will be Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, frequent evening and weekend work will be required during peak application periods (December through March).

**ELIGIBILITY REQUIREMENTS:**

Candidates **must** be on the current **Secretary 2** certification list promulgated by the Department of Administrative Services. State employees currently classified as **Secretary 2** and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration.

**MINIMUM QUALIFICATIONS REQUIRED:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**GENERAL EXPERIENCE:** Three (3) years' experience above the routine clerk level in office support or secretarial work.

**SPECIAL EXPERIENCE:** One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

**SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**APPLICATION INSTRUCTIONS:**

Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to:

**Ms. Peggy Boyle, Associate in Human Resources**  
**WCSU, 181 White Street**  
**Danbury, CT 06810**  
**or electronically to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu).**  
**Applications must be received no later than October 21, 2011.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.